



# State of Nevada – Department Of Personnel

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## CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
<b>STATE ARTS COUNCIL ADMINISTRATOR</b>	<b>42</b>	<b>A</b>	<b>7.802</b>

Under general direction of the department director, the State Arts Council Administrator is assigned to plan, organize, coordinate, direct and evaluate the activities of the State Arts Council Division which seeks to enrich the cultural life of the State through excellence in the arts; enhance the environment in which the artist's work and contribution is valued and supported; encourage and support diverse organizations which produce, present and promote excellence in the arts; and increase access to excellence and diversity in the arts.

Plan, organize, coordinate, direct and evaluate programs and projects administered by the division.

Develop and administer the division budget by evaluating agency activities; determining priorities; proposing allocation of funds; presenting and justifying budget requests at administrative and legislative budget hearings.

Supervise division staff including assigning duties, providing guidance and training, monitoring and evaluating progress of projects, and administering performance reviews.

Oversee all agency fiscal procedures, including audit reviews and requirements and expenditure accountability.

Administer the Art in Public Places Program which includes planning with various State entities such as Public Works, Buildings and Grounds and Nevada State Legislature; develop site-specific budgets; write and administer the request for proposal process including the facilitation of specific artist selection committees; facilitate the creation and installation of art projects and design public education components for each project.

Oversee and review agency grant applications and final reports to funding institutions and entities.

Respond to inquiries from government agencies, elected officials, various groups and individuals regarding issues related to arts and cultural development.

Provide leadership in the arts through public speaking, professional papers and publications, meetings, technical assistance and creating various informational materials.

Maintain positive working relationships with the Governor's office, legislature, local, State, and national agencies and arts organizations.

Serve as advisory staff to the Nevada Commission on Cultural Affairs; serve on regional and national arts organization boards of directors and committees, including National Assembly of State Arts Agencies and Western States Arts Federation.

Develop public and private partnerships to encourage support of funding for arts programs at the State and local levels.

Coordinate and administer the annual Governor's Awards in the Arts with the Governor's Office and the Nevada Alliance for the Arts.

Prepare informational materials to assist the Council in developing agency policies, procedures and guidelines; meet with the chairperson, executive committee and other council members.

Design public information campaigns and marketing strategies for Arts Council services.

Administer the Nevada Arts License Plate Program including statewide student competition, selection process, and promotion of the program.

Perform related duties as assigned.

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### MINIMUM QUALIFICATIONS

**EDUCATION AND EXPERIENCE:** Bachelor's degree from an accredited college or university in arts, public administration or related field and five years of progressively responsible work experience in the administration of arts and cultural programming, two years of which must have been in a supervisory capacity; **OR** an equivalent combination of education and experience.

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES** (required at time of application):

**Working knowledge of:** theories, principles, techniques and practices of arts administration; public sector administration including budget preparation, fiscal management and governmental and legislative procedures; public and private sector funding, fund-raising and advocacy; strategic planning processes and group facilitation methods; artistic disciplines including literary arts, performing arts, visual arts, design arts, media arts, graphic design and historic preservation; public information services and marketing practices and techniques; art in public places, public art and art programs including design, contracting, architecture and community-based programming; policies and procedures of the National Endowment for the Arts and other federal agencies; regional arts organizations, including the Western States Arts Federation, its policies and procedures; theories, principles, techniques and practices of management; cultural services, programs and policy development on state, regional and national levels. **Ability to:** implement the mission, goals and objectives for a state arts agency with guidance from a policy-making board of directors; plan, design, administer and evaluate programs and projects to accomplish agency mission, goals and objectives; manage employees, delegate responsibility, measure work performance and handle disciplinary issues; review, appraise and evaluate personnel, programs and projects; develop budgets and act as agency chief fiscal officer which includes responsibility for agency fiscal procedures, audit requirements and budget accountability; administer a state art in public places program; research and write grants to government agencies, foundations and private funding institutions; communicate effectively both orally and in writing; prepare legislative bills, technical and annual reports, professional papers, program guidelines and various other materials and publications in arts, cultural public policy, economic impact and other relevant areas.

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES** (typically acquired on the job):

**Working knowledge of:** agency policies, procedures, rules and regulations. **Ability to:** develop cooperative partnerships with the Governor's Office, State, regional and federal agencies and with non-profit and private sectors; represent the agency and the State on various boards and committees of State, regional and national organizations.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

7.802

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